

CLAIMS

What is claimed is:

1. A method comprising:
maintaining a library of information;
reading metadata tagged information about a user's work profile and working context and
content within the library of information;
matching the metadata tagged information about content within the library of information to
metadata tagged information about one or more of the user's work profile, the user's
working context, or other content within the library of information using one or more
programmable rules; and
delivering to the user a rank ordered set of the most contextually relevant content from the
library of information based on the matching of the metadata tagged information.
2. The method of claim 1, wherein matching comprises:
defining one or more rules to determine a subset of the information to be searched based on
the metadata tagged information about the user's work profile and working context;
generating a set of queries for searching the library of information based on the set of rules;
and
invoking the rules based on the user's working context.
3. The method of claim 1, wherein maintaining a library of information comprises:
receiving user input indicating materials that are determined to be useful;

receiving input regarding tasks for which the materials determined to be useful may be utilized;

generating content for the library of information comprising the materials determined to be useful and the tasks for which the materials may be utilized ;

receiving user input to make the content uniform with other information in the library of information;

generating a display version of the content; and

inserting metadata tags into the content, the metadata tags indicating the type of information present in the content and the tasks for which the material may be utilized.

4. The method of claim 1, wherein delivering to the user a rank ordered set of the most contextually relevant content from the library of information is further based on the matching of a series of weighted values associated with the metadata.
5. The method of claim 3, wherein generating a display version of the content comprises generating a HyperText Markup Language (HTML) version of the content.
6. The method of claim 1, wherein the content within the library of information comprises documents and metadata.
7. The method of claim 1, wherein the content within the library of information comprises applications and metadata.

8. The method of claim 1, wherein the content within the library of information comprises documents, applications, and metadata.
9. The method of claim 6, wherein the documents comprise digital assets.
10. The method of claim 6, wherein the documents comprise Uniform Resource Locator (URL) links.
11. The method of claim 6, wherein the documents comprise physical asset references.
12. The method of claim 7, wherein the applications comprise programmable wizards and web-forms.
13. The method of claim 12, wherein the content of the web form can be authored to present various graphical interfaces and be stored and modified in a transactional database.
14. The method of claim 1, wherein the one or more programmable rules define a functional mapping of the metadata tagged information about a user's work profile and working context to the library of information.
15. The method of claim 1, wherein the one or more programmable rules allow the metadata tagged information about a user's work profile and working context, and content within the library of information to have varying weight.

16. The method of claim 1, wherein the programmable rules support programmable clauses, keywords, hurdles, and operators.
17. The method of claim 1, wherein the one or more programmable rules are predefined.
18. The method of claim 17, wherein the one or more programmable rules may be complemented or replaced.
19. The method of claim 1, wherein matching comprises hard metadata matches, soft metadata matches, or a combination of hard metadata matches and soft metadata matches.
20. The method of claim 19, wherein hard metadata matches comprise matching specific metadata fields.
21. The method of claim 19, wherein soft metadata matches comprise matching keywords in text descriptions of the content within the library of information.
22. The method of claim 1, wherein delivering to the user a rank ordered set of the most contextually relevant content from the library of information comprises presenting a dashboard area that aggregates a variety of metadata, content, and applications based on the user's working context.
23. The method of claim 22, wherein the dashboard comprises a project dashboard that presents relevant content based on the user's project context when the user is focusing on a specific project.

24. The method of claim 22, wherein the dashboard comprises a task dashboard that presents relevant content based on the user's task context when the user is focusing on a specific task.
25. The method of claim 22, wherein the dashboard comprises a sub-task dashboard that presents relevant content based on the user's sub-task context when the user is focusing on a specific sub-task.
26. The method of claim 22, wherein the dashboard comprises a file dashboard that presents relevant content based on the user focusing on a specific file in the library of information.
27. The method of claim 22, wherein the dashboard comprises a folder dashboard that presents relevant content based on the user focusing on a specific folder in the library of information.
28. The method of claim 1, wherein maintaining a library of information comprises organizing content into a hierarchy of personal, team, company, and industry-wide levels.
29. The method of claim 28, wherein each level of the hierarchy and various combinations of levels of the hierarchy may be used as source or target locations for content of the library of information.
30. The method of claim 28, further comprising, for each level of the hierarchy, delivering to the user a rank ordered set of the most contextually relevant content from the library of information based on the matching of the metadata tagged information.

31. The method of claim 1, further comprising providing metadata and a content link to a print-friendly version of the specific material.
32. The method of claim 1, further comprising providing metadata and a content link to a downloadable version of the specific material.
33. The method of claim 1, further comprising providing metadata and a content link to an online version of the specific material.
34. The method of claim 1, further comprising controlling access privileges of users, groups, and domains that are able to view, edit, create, or delete the metadata tagged information and the one or more programmable rules.
35. The method of claim 1, wherein the one or more programmable rules each have a unique identifier (rule ID), a name, and a set of clauses defining the operations of that rule.
36. The method of claim 35, wherein each clause of the set of clauses comprises two or more of:
a name identifying the metadata field to be matched or operator to be performed;
a weight to be applied to the metadata field if a match is found;
an operator to act on the metadata field to be matched; and
a value for a field representing context.
37. The method of claim 36, wherein a clause comprises all of a name, a weight, an operator, and a value.

38. The method of claim 36, wherein the clause comprises a value forming a portion of a Boolean expression, and a name representing an operator used to combine all of the clauses.
39. The method of claim 38, wherein the operator comprises a Boolean operator.
40. The method of claim 38, wherein the operator comprises a “matches all” match that compares two or more values and excludes a document associated with the value if non-matching values are found.
41. The method of claim 38, wherein the operator comprises a “matches” match that compares two or more values, accumulates a score for matches found, and excludes a document associated with the values if no matches are found.
42. The method of claim 38, wherein the operator comprises an “optional” match that compares two or more values and accumulates a score for matches found.
43. The method of claim 38, wherein the operator comprises an “optional text” match that breaks text strings associated with a document into component words excluding basic words, conjunctions, and prepositions and accumulates a score for matches found.
44. The method of claim 38, wherein the operator comprises a “matches text” match that breaks text strings associated with a document into component words excluding basic words, conjunctions, and prepositions, accumulates a score for matches found, and excludes a document associated with the values if no matches are found.

45. The method of claim 38, further comprising:

generating a relevance value for each match by combining the relative weight of each

matching metadata field and the number of values that match the document of interest

for matching;

if the relevance value for a document exceeds a pre-defined threshold, deeming the document

to be relevant and including the document in a list of relevant documents; and

if the relevance value for a document does not exceed a pre-defined threshold, deeming the

document to be irrelevant.
46. The method of claim 45, further comprising sorting documents deemed to be relevant, by

relevance, from most relevant to least relevant, and presenting, for display to the user, only a

top tier of documents deemed to be most relevant.
47. The method of claim 46, wherein any document that matches itself in the list of relevant

documents is discarded and is not presented for display to the user.
48. The method of claim 45, wherein each weight is defined as a number from 1 to 10 and the

threshold is defined as a number from 1 to 100.
49. The method of claim 35, wherein a position of a user in a user interface results in the use of a

lookup table to identify a matching programmable rule ID from a rules repository, where the

rule ID is used to control a contextual relevance algorithm that will be applied in the user

interface.

50. The method of claim 1, wherein a user repository containing the library of information may reside fully in a centralized database or at a customer location.
51. The method of claim 50, wherein the user repository, if located at a customer location, is synchronized with the centralized database and its user records on an initial and ongoing basis.
52. The method of claim 38, further comprising generating a relevance value for each match by using the relative weight of each matching metadata field that match the document of interest for matching.
53. The method of claim 38, further comprising generating a relevance value for each match by using the number of values that match the document of interest for matching.
54. The method of claim 38, further comprising generating a relevance value for each match by combining the relative weight of each matching metadata field and the number of values that match the document of interest for matching.
55. The method of claim 52, further comprising:
if the relevance value for a document exceeds a pre-defined threshold, deeming the document
to be relevant and including the document in a list of relevant documents; and
if the relevance value for a document does not exceed a pre-defined threshold, deeming the
document to be irrelevant.
56. The method of claim 53, further comprising:

if the relevance value for a document exceeds a pre-defined threshold, deeming the document to be relevant and including the document in a list of relevant documents; and
if the relevance value for a document does not exceed a pre-defined threshold, deeming the document to be irrelevant.

57. The method of claim 54, further comprising:

if the relevance value for a document exceeds a pre-defined threshold, deeming the document to be relevant and including the document in a list of relevant documents; and
if the relevance value for a document does not exceed a pre-defined threshold, deeming the document to be irrelevant.

58. The method of claim 6, wherein the documents comprise office documents such as Microsoft Word documents, spreadsheets or presentations.

59. The method of claim 6, wherein the documents comprise rich media content such as text, images, audio, video and interactive media.

60. A system comprising:

a database to maintain a library of information; and

a contextual relevance engine to read metadata tagged information about a user's work

profile and working context and content within the library of information, match the

metadata tagged information about content within the library of information to

metadata tagged information about one or more of the user's work profile, the user's

working context, or other content within the library of information using one or more programmable rules, and deliver to the user a rank ordered set of the most contextually relevant content from the library of information based on the matching of the metadata tagged information.

61. The system of claim 60, wherein the contextual relevance engine:
defines one or more rules to determine a subset of the information to be search based on the metadata tagged information about the user's work profile and working context;
generates a set of queries for searching the library of information based on the set of rules;
and
invokes the rules based on the user's working context.
62. The system of claim 60, wherein the database:
receives user input indicating materials that are determined to be useful;
receives input regarding tasks for which the materials determined to be useful may be utilized;
generates content for the library of information comprising the materials determined to be useful and the tasks for which the materials may be utilized;
receives user input to make the content uniform with other information in the library of information;
generates a display version of the content; and
inserts metadata tags into the content, the metadata tags indicating the type of information present in the content and the tasks for which the material may be utilized.

63. The system of claim 60, wherein the contextual relevance engine delivering to the user a rank ordered set of the most contextually relevant content from the library of information is further based on the matching of a series of weighted values associated with the metadata.
64. The system of claim 62, wherein the database, in generating a display version of the content, generates a HyperText Markup Language (HTML) version of the content.
65. The system of claim 60, wherein the content within the library of information comprises documents and metadata.
66. The system of claim 60, wherein the content within the library of information comprises applications and metadata.
67. The system of claim 60, wherein the content within the library of information comprises documents, applications, and metadata.
68. The system of claim 65, wherein the documents comprise digital assets.
69. The system of claim 65, wherein the documents comprise Uniform Resource Locator (URL) links.
70. The system of claim 65, wherein the documents comprise physical asset references.
71. The system of claim 66, wherein the applications comprise programmable wizards and web-forms.

80. The system of claim 78, wherein soft metadata matches comprise matching keywords in text descriptions of the content within the library of information.
81. The system of claim 60, further comprising a user interface to present a dashboard area that aggregates a variety of metadata, content, and applications based on the user's working context to deliver to the user a rank ordered set of the most contextually relevant content from the library of information comprises.
82. The system of claim 81, wherein the dashboard comprises a project dashboard that presents relevant content based on the user's project context when the user is focusing on a specific project.
83. The system of claim 81, wherein the dashboard comprises a task dashboard that presents relevant content based on the user's task context when the user is focusing on a specific task.
84. The system of claim 81, wherein the dashboard comprises a sub-task dashboard that presents relevant content based on the user's sub-task context when the user is focusing on a specific sub-task.
85. The system of claim 81, wherein the dashboard comprises a file dashboard that presents relevant content based on the user focusing on a specific file in the library of information.
86. The system of claim 81, wherein the dashboard comprises a folder dashboard that presents relevant content based on the user focusing on a specific folder in the library of information.

87. The system of claim 60, wherein the database organizes content of the library of information into a hierarchy of personal, team company, and industry-wide levels.
88. The system of claim 87, wherein each level of the hierarchy and various combinations of levels of the hierarchy may be used as source or target locations for content of the library of information.
89. The system of claim 87, wherein the contextual relevance engine, for each level of the hierarchy, delivers to the user a rank ordered set of the most contextually relevant content from the library of information based on the matching of the metadata tagged information.
90. The system of claim 60, wherein the user interface provides metadata and a content link to a print-friendly version of the specific material.
91. The system of claim 60, wherein the user interface provides metadata and a content link to a downloadable version of the specific material.
92. The system of claim 60, wherein the user interface provides metadata and a content link to an online version of the specific material.
93. The system of claim 60, wherein the contextual relevance engine controls access privileges of users, groups, and domains that are able to view, edit, create, or delete the metadata tagged information and the one or more programmable rules.

94. The system of claim 60, wherein the one or more programmable rules each have a unique identifier (rule ID), a name, and a set of clauses defining the operations of that rule.
95. The system of claim 94, wherein each clause of the set of clauses comprises two or more of:
a name identifying the metadata field to be matched or operator to be performed;
a weight to be applied to the metadata field if a match is found;
an operator to act on the metadata field to be matched; and
a value for a field representing context.
96. The system of claim 95, wherein a clause comprises all of a name, a weight, an operator, and a value.
97. The system of claim 95, wherein the clause comprises a value forming a portion of a Boolean expression, and a name representing an operator used to combine all of the clauses.
98. The system of claim 97, wherein the operator comprises a Boolean operator.
99. The system of claim 97, wherein the operator comprises a “matches all” match that compares two or more values and excludes a document associated with the value if non-matching values are found.
100. The system of claim 97, wherein the operator comprises a “matches” match that compares two or more values, accumulates a score for matches found, and excludes a document associated with the values if no matches are found.

101. The system of claim 97, wherein the operator comprises an “optional” match that compares two or more values and accumulates a score for matches found.
102. The system of claim 97, wherein the operator comprises an “optional text” match that breaks text strings associated with a document into component words excluding basic words, conjunctions, and prepositions and accumulates a score for matches found.
103. The system of claim 97, wherein the operator comprises a “matches text” match that breaks text strings associated with a document into component words excluding basic words, conjunctions, and prepositions, accumulates a score for matches found, and excludes a document associated with the values if no matches are found.
104. The system of claim 97, wherein the contextual relevance engine further:
 - generate a relevance value for each match by combining the relative weight of each matching metadata field and the number of values that match the document of interest for matching;
 - if the relevance value for a document exceeds a pre-defined threshold, deems the document to be relevant and includes the document in a list of relevant documents; and
 - if the relevance value for a document does not exceed a pre-defined threshold, deems the document to be irrelevant.
105. The system of claim 104, wherein the contextual relevance engine further sorts documents deemed to be relevant, by relevance, from most relevant to least relevant, and presenting, for display to the user, only a top tier of documents deemed to be most relevant.

106. The system of claim 105, wherein any document that matches itself in the list of relevant documents is discarded and is not presented for display to the user.
107. The system of claim 104, wherein each weight is defined as a number from 1 to 10 and the threshold is defined as a number from 1 to 100.
108. The system of claim 94, wherein a position of a user in a user interface results in the use of a lookup table to identify a matching programmable rule ID from a rules repository, where the rule ID is used to control a contextual relevance algorithm that will be applied in the user interface.
109. The system of claim 60, wherein a user repository containing the library of information may reside fully in a centralized database or at a customer location.
110. The system of claim 109, wherein the user repository, if located at a customer location, is synchronized with the centralized database and its user records on an initial and ongoing basis.
111. The system of claim 97, further comprising generating a relevance value for each match by using the relative weight of each matching metadata field that match the document of interest for matching.
112. The system of claim 97, further comprising generating a relevance value for each match by using the number of values that match the document of interest for matching.

113. The system of claim 97, further comprising generating a relevance value for each match by combining the relative weight of each matching metadata field and the number of values that match the document of interest for matching.

114. The system of claim 111, further comprising:
if the relevance value for a document exceeds a pre-defined threshold, deeming the document to be relevant and including the document in a list of relevant documents; and
if the relevance value for a document does not exceed a pre-defined threshold, deeming the document to be irrelevant.

115. The system of claim 112, further comprising:
if the relevance value for a document exceeds a pre-defined threshold, deeming the document to be relevant and including the document in a list of relevant documents; and
if the relevance value for a document does not exceed a pre-defined threshold, deeming the document to be irrelevant.

116. The system of claim 113, further comprising:
if the relevance value for a document exceeds a pre-defined threshold, deeming the document to be relevant and including the document in a list of relevant documents; and
if the relevance value for a document does not exceed a pre-defined threshold, deeming the document to be irrelevant.

117. The system of claim 65, wherein the documents comprise office documents such as Microsoft Word documents, spreadsheets or presentations.
118. The system of claim 65, wherein the documents comprise rich media content such as text, images, audio, video and interactive media.
119. A machine-readable medium having stored thereon data representing sequences of instructions, the sequences of instructions which, when executed by a processor, cause the processor to:
- maintain a library of information;
 - read metadata tagged information about a user's work profile and working context and content within the library of information;
 - match the metadata tagged information about content within the library of information to metadata tagged information about one or more of the user's work profile, the user's working context, or other content within the library of information using a one or more programmable rules; and
 - deliver to the user a rank ordered set of the most contextually relevant content from the library of information based on the matching of the metadata tagged information.
120. The machine-readable medium of claim 119, wherein the instructions further cause the processor, in matching metadata tagged information, to:
- define one or more rules to determine a subset of the information to be searched based on the metadata tagged information about the user's work profile and working context;
 - generate a set of queries for searching the library of information based on the set of rules; and

invoke the rules based on the user's working context.

121. The machine-readable medium of claim 119, wherein the instructions further cause the processor, in maintaining a library of information, to:
- receive user input indicating materials that are determined to be useful;
 - receive input regarding tasks for which the materials determined to be useful may be utilized;
 - generate content for the library of information comprising the materials determined to be useful and the tasks for which the materials may be utilized ;
 - receive user input to make the content uniform with other information in the library of information;
 - generate a display version of the content; and
 - insert metadata tags into the content, the metadata tags indicating the type of information present in the content and the tasks for which the material may be utilized.
122. The machine-readable medium of claim 119, wherein delivering to the user a rank ordered set of the most contextually relevant content from the library of information is further based on the matching of a series of weighted values associated with the metadata.
123. The machine-readable medium of claim 121, wherein generating a display version of the content comprises generating a HyperText Markup Language (HTML) version of the content.
124. The machine-readable medium of claim 119, wherein the content within the library of information comprises documents and metadata.

125. The machine-readable medium of claim 119, wherein the content within the library of information comprises applications and metadata.
126. The machine-readable medium of claim 119, wherein the content within the library of information comprises documents, applications, and metadata.
127. The machine-readable medium of claim 124, wherein the documents comprise digital assets.
128. The machine-readable medium of claim 124, wherein the documents comprise Uniform Resource Locator (URL) links.
129. The machine-readable medium of claim 124, wherein the documents comprise physical asset references.
130. The machine-readable medium of claim 125, wherein the applications comprise programmable wizards and web-forms.
131. The machine-readable medium of claim 130, wherein the content of the web form can be authored to present various graphical interfaces and be stored and modified in a transactional database.
132. The machine-readable medium of claim 119, wherein the one or more programmable rules define a functional mapping of the metadata tagged information about a user's work profile and working context to the library of information.

133. The machine-readable medium of claim 119, wherein the one or more programmable rules allow the metadata tagged information about a user's work profile and working context, and content within the library of information to have varying weight.
134. The machine-readable medium of claim 119, wherein the programmable rules support programmable clauses, keywords, hurdles, and operators.
135. The machine-readable medium of claim 119, wherein the one or more programmable rules are predefined.
136. The machine-readable medium of claim 135, wherein the one or more programmable rules may be complemented or replaced.
137. The machine-readable medium of claim 119, wherein matching comprises hard metadata matches, soft metadata matches, or a combination of hard metadata matches and soft metadata matches.
138. The machine-readable medium of claim 137, wherein hard metadata matches comprise matching specific metadata fields.
139. The machine-readable medium of claim 137, wherein soft metadata matches comprise matching keywords in text descriptions of the content within the library of information.
140. The machine-readable medium of claim 119, wherein the instruction further cause the processor, in delivering to the user a rank ordered set of the most contextually relevant

content from the library of information, to present a dashboard area that aggregates a variety of metadata, content, and applications based on the user's working context.

141. The machine-readable medium of claim 140, wherein the dashboard comprises a project dashboard that presents relevant content based on the user's project context when the user is focusing on a specific project.
142. The machine-readable medium of claim 140, wherein the dashboard comprises a task dashboard that presents relevant content based on the user's task context when the user is focusing on a specific task.
143. The machine-readable medium of claim 140, wherein the dashboard comprises a sub-task dashboard that presents relevant content based on the user's sub-task context when the user is focusing on a specific sub-task.
144. The machine-readable medium of claim 140, wherein the dashboard comprises a file dashboard that presents relevant content based on the user focusing on a specific file in the library of information.
145. The machine-readable medium of claim 140, wherein the dashboard comprises a folder dashboard that presents relevant content based on the user focusing on a specific folder in the library of information.

146. The machine-readable medium of claim 119, wherein the instruction further cause the processor to, in maintaining a library of information, organize content into a hierarchy of personal, team company, and industry-wide levels.
147. The machine-readable medium of claim 146, wherein each level of the hierarchy and various combinations of levels of the hierarchy may be used as source or target locations for content of the library of information.
148. The machine-readable medium of claim 146, further comprising, for each level of the hierarchy, delivering to the user a rank ordered set of the most contextually relevant content from the library of information based on the matching of the metadata tagged information.
149. The machine-readable medium of claim 119, wherein the instructions further cause the processor to provide metadata and a content link to a print-friendly version of the specific material.
150. The machine-readable medium of claim 119, wherein the instructions further cause the processor to provide metadata and a content link to a downloadable version of the specific material.
151. The machine-readable medium of claim 119, wherein the instructions further cause the processor to provide metadata and a content link to an online version of the specific material.
152. The machine-readable medium of claim 119, wherein the instructions further cause the processor to control access privileges of users, groups, and domains that are able to view,

edit, create, or delete the metadata tagged information and the one or more programmable rules.

153. The machine-readable medium of claim 119, wherein the one or more programmable rules each have a unique identifier (rule ID), a name, and a set of clauses defining the operations of that rule.
154. The machine-readable medium of claim 153, wherein each clause of the set of clauses comprises two or more of:
- a name identifying the metadata field to be matched or operator to be performed;
 - a weight to be applied to the metadata field if a match is found;
 - an operator to act on the metadata field to be matched; and
 - a value for a field representing context.
155. The machine-readable medium of claim 154, wherein a clause comprises all of a name, a weight, an operator, and a value.
156. The machine-readable medium of claim 154, wherein the clause comprises a value forming a portion of a Boolean expression, and a name representing an operator used to combine all of the clauses.
157. The machine-readable medium of claim 156, wherein the operator comprises a Boolean operator.

158. The machine-readable medium of claim 156, wherein the operator comprises a “matches all” match that compares two or more values and excludes a document associated with the value if non-matching values are found.
159. The machine-readable medium of claim 156, wherein the operator comprises a “matches” match that compares two or more values, accumulates a score for matches found, and excludes a document associated with the values if no matches are found.
160. The machine-readable medium of claim 156, wherein the operator comprises an “optional” match that compares two or more values and accumulates a score for matches found.
161. The machine-readable medium of claim 156, wherein the operator comprises an “optional text” match that breaks text strings associated with a document into component words excluding basic words, conjunctions, and prepositions and accumulates a score for matches found.
162. The machine-readable medium of claim 156, wherein the operator comprises a “matches text” match that breaks text strings associated with a document into component words excluding basic words, conjunctions, and prepositions, accumulates a score for matches found, and excludes a document associated with the values if no matches are found.
163. The machine-readable medium of claim 156, wherein the instruction further cause the processor to:

generate a relevance value for each match by combining the relative weight of each matching metadata field and the number of values that match the document of interest for matching;

if the relevance value for a document exceeds a pre-defined threshold, deem the document to be relevant and include the document in a list of relevant documents; and

if the relevance value for a document does not exceed a pre-defined threshold, deem the document to be irrelevant.

164. The machine-readable medium of claim 163, wherein the instructions further cause the processor to sort documents deemed to be relevant, by relevance, from most relevant to least relevant, and presenting, for display to the user, only a top tier of documents deemed to be most relevant.
165. The machine-readable medium of claim 164, wherein any document that matches itself in the list of relevant documents is discarded and is not presented for display to the user.
166. The machine-readable medium of claim 163, wherein each weight is defined as a number from 1 to 10 and the threshold is defined as a number from 1 to 100.
167. The machine-readable medium of claim 153, wherein a position of a user in a user interface results in the use of a lookup table to identify a matching programmable rule ID from a rules repository, where the rule ID is used to control a contextual relevance algorithm that will be applied in the user interface.

168. The machine-readable medium of claim 119, wherein a user repository containing the library of information may reside fully in a centralized database or at a customer location.
169. The machine-readable medium of claim 168, wherein the user repository, if located at a customer location, is synchronized with the centralized database and its user records on an initial and ongoing basis.
170. The machine-readable medium of claim 156, further comprising generating a relevance value for each match by using the relative weight of each matching metadata field that match the document of interest for matching.
171. The machine-readable medium of claim 156, further comprising generating a relevance value for each match by using the number of values that match the document of interest for matching.
172. The machine-readable medium of claim 156, further comprising generating a relevance value for each match by combining the relative weight of each matching metadata field and the number of values that match the document of interest for matching.
173. The machine-readable medium of claim 170, further comprising:
- if the relevance value for a document exceeds a pre-defined threshold, deeming the document to be relevant and including the document in a list of relevant documents; and
 - if the relevance value for a document does not exceed a pre-defined threshold, deeming the document to be irrelevant.

174. The machine-readable medium of claim 171, further comprising:

if the relevance value for a document exceeds a pre-defined threshold, deeming the document to be relevant and including the document in a list of relevant documents; and
if the relevance value for a document does not exceed a pre-defined threshold, deeming the document to be irrelevant.

175. The machine-readable medium of claim 172, further comprising:

if the relevance value for a document exceeds a pre-defined threshold, deeming the document to be relevant and including the document in a list of relevant documents; and
if the relevance value for a document does not exceed a pre-defined threshold, deeming the document to be irrelevant.

176. The machine-readable medium of claim 124, wherein the documents comprise office documents such as Microsoft Word documents, spreadsheets or presentations.

177. The machine-readable medium of claim 124, wherein the documents comprise rich media content such as text, images, audio, video and interactive media.